



4th October 2020

Dear Councillor.

You are hereby summoned to attend **BLAENAVON TOWN COUNCIL'S FINANCE MEETING at 6:30 pm on WEDNESDAY 11th November 2020.**

The meeting will be held remotely in accordance with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

Any members of the public who also wish to attend on this basis please contact the Clerk so that arrangements may be made for them.

Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least 3 working days' notice in writing of the question has been provided to the Clerk.

Agenda

1. To receive any questions from the public.
2. To receive and accept apologies.
3. **Declarations of Interest:** Members are invited to declare any interests they may have in any items on the Agenda.
4. **Council Meetings:** To confirm the minutes of the Council Finance Meeting held remotely on the 14th October 2020.
5. To discuss and make a determination regarding Town Council support for Gwent White Ribbon Day 2020 #149Challenge?
6. To discuss and make a determination regarding Town Council Xmas Cards for 2020.
7. To discuss and make a determination regarding the purchase of Town Council mobile phones for both the Clerk to the Council and Healthy Blaenavon Officer.
8. To discuss potential Town Council projects for allocation into the Project Action Plan 2020/21. Relevant updates or new projects as notified.

- Blaenavon at Christmas Competition – Cllr Jackie Huybs

9. Responsible Finance Officer's Update: To receive the October 2020 financial update.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'K. Warren'.

Kevin Warren. MInstLM. FCMI.

Clerk to the Council.



BLAENAVON TOWN COUNCIL
MINUTES OF THE COUNCIL FINANCE MEETING
HELD ON WEDNESDAY 11th NOVEMBER 2020.

The meeting was held remotely in accordance with the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020.

In attendance:

Councillor: Liam Cowles (In the Chair)

Councillors in attendance: E. Harvey, J. Huybs, A. Jones, A. Parry, N. Horler, S. Bright, J. Skyrme, G. McCann, L. Evans.

Officers: Lyndsey Harris

Visitors: Mr Stuart Evans (Resident)

The Finance meeting of the Council was opened at 6:30pm by the Chairman Councillor Liam Cowles who welcomed everyone to the meeting and thanked them for their attendance.

1. To receive any questions from the public.

None present.

2. Apologies

- Cllr. G. Davies – Family Illness
- Cllr. J. Denley-Jones – Family Commitment
- Mr Kevin Warren (Clerk) – Leave

Cllr Emma Harvey proposed that the apologies be accepted, this was seconded by Cllr Nick Horler.

Resolved: Members noted and approved the apologies.

3. Declaration of interests

None declared.

4. To confirm the minutes of the Council Finance Meeting held on the 14th October 2020 as a true and accurate record

The minutes were read for accuracy with no amendments being offered.

It was proposed by Cllr Alan Jones and seconded by Cllr Emma Harvey that the minutes be approved. This was agreed.

Resolved: Minutes approved.

5. To discuss and make a determination regarding Town Council support for Gwent White Ribbon Day 2020 #149 Challenge.

A discussion took place amongst members regarding options for supporting the campaign. A variety of suggestions were presented. Cllr Emma Harvey proposed that she presents a project proposal for consideration at the November 2020 Full Council meeting to show support for the campaign.

This was seconded by Cllr Alan Jones

Resolved: Project proposal to be compiled and presented by Cllr Harvey.

6. To discuss and make a determination regarding the Town Council Christmas Cards for 2020.

Lyndsey Harris presented to members options regarding printed Christmas cards or a digital e - card that could be sent electronically from Blaenavon Town Council.

It was explained to members that the current Covid restrictions involving the occupation of offices and workplaces meant that a lot of cards would potentially not be received by the recipients.

Members were asked to consider the option for sending out ecards as an alternative based on the current restrictions.

A discussion took place amongst members who were in agreement that an ecard would be the best option.

Cllr Alan Jones proposed that ecards be sent out, this was seconded by Cllr Emma Harvey.

Resolved: E – cards to be distributed to recipients on behalf of the Council.

7. To discuss and make a determination regarding the purchase of Town Council mobile phones for both the Clerk to the Council and Healthy Blaenavon Officer.

Cllr Liam Cowles explained to members the rationale for the phone purchase this being the increase in calls to Rebecca and Kevin's personal phones during duty and off duty time.

A discussion took place amongst members who were all in agreement for the phones to be purchased for officers' use.

Cllr Samantha Bright suggested that a phone also be purchased for the Admin Officer Lyndsey Harris. Lyndsey explained that this was not a requirement for her and was happy to continue using her personal phone.

Cllr Alan Jones proposed that the mobile phones be purchased, this was seconded by Cllr Alan Parry.

This was unanimously agreed by members.

Resolved: Clerk to source a mobile phone package.

8. To discuss potential Town Council projects for allocation into the Project Action Plan 202/21. Relevant updates or new projects as notified.

Blaenavon at Christmas – Cllr Jackie Huybs.

The project proposal had been forwarded to members for perusal prior to the meeting by Cllr Huybs. The project proposal outlined a competition for residents and businesses within the Town to decorate their windows and outdoor areas during the Christmas period.

It was further explained how a Facebook group could be established with participants being tasked to post photographs regarding their efforts. Participants not using Facebook would be requested to email their photographs to the Town Council.

Cllr Huybs went on to explain that the competition was an idea presented by a local resident Amy Whiting. Amy would be asked to be a member of a small judging panel along with Cllr Huybs as project lead, the Mayor, and the Clerk. A prize of £100 would be awarded for each of the category winners.

The three proposed categories are:

- Best decorated residential property window.
- Best decorated garden/outdoor area.
- Best decorated business/shop window.

A discussion took place amongst members.

Cllr Alan Parry proposed the project be approved; this was seconded by Cllr Emma Harvey.

All members were in agreement with the proposal.

Resolved: Members approved the project proposal.

9. Responsible Finance Officer's Update: To receive the October 2020 financial update.

Prior to the meeting the RFO Kevin Warren emailed members the October 2020 financial report for their perusal.

The October 2020 Financial update detailed the following areas:

- Income and Expenditure
- Credit Card Payments
- Cheque Payments
- Bacs Payments
- Cash Book Transactions
- Bank Reconciliation
- Project Revenue
- Project Expenditure
- Budget
- VAT
- Bank Statements

Lyndsey Harris requested if members had any questions regarding the October 2020 financial report?

No questions were raised by members. Members were happy with the financial information presented.

Cllr Alan Jones proposed the October 2020 financial update be accepted; this was seconded by Cllr Gareth McCann.

Resolved: Financial update accepted by members.

The meeting was ended at 6.50pm

Chairman Signed: *L. J. Cowles*

Date: 5/ 1 /21



BLAENAVON TOWN COUNCIL
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Blaenavon Town Council

Finance Update

October 2020

BLAENAVON TOWN COUNCIL



Bank Reconciliation 2020 - 21

Bank Reconciliation

OCT

Opening Balance

| | |
|-----------------|--------------------|
| Current Account | £108,584.47 |
| Cash in Hand | £21.45 |
| | <hr/> |
| | £108,605.92 |

| | |
|-------------------------|------------|
| Add Receipts in Period | £0.00 |
| Less Payments in Period | £13,761.66 |
| | <hr/> |

| | |
|--------------------------|-------------------|
| Balance at End of Period | £94,844.26 |
|--------------------------|-------------------|

Balances at Bank

| | |
|-----------------|-------------------|
| Current Account | £94,822.80 |
| Cash in Hand | £21.45 |
| | <hr/> |
| | £94,844.25 |

Clerk

Sign

K. Evans

Date

2/11/20

Chairman

Sign

L. J. Jones

Date

13/11/20

BLAENAVON TOWN COUNCIL

Income & Expenditure Statement 2020/2021



Period

OCT

| | ACTUAL | BUDGET | VAR |
|----------------------|--------------------|--------------------|--------------|
| INCOME | | | |
| BTC | £ - | £ - | £0.00 |
| PRECEPT | £ - | £ - | £0.00 |
| VAT RECEIPTS | £ - | £ - | £0.00 |
| REVENUE | £ - | £ - | £0.00 |
| HBO | £ - | £ - | £0.00 |
| OTHER RECEIPTS | £ - | £ - | £0.00 |
| | £ - | £ - | £0.00 |
| XPENDITURE | | | |
| SALARY | £ 5,254.00 | £ 5,254.00 | £0.00 |
| ELECTION COSTS | £ - | £ - | £0.00 |
| ESTABLISHMENT COSTS | £ 968.30 | £ 968.30 | £0.00 |
| COUNCILLOR ALLOWANCE | £ - | £ - | £0.00 |
| HOSPITALITY | £ - | £ - | £0.00 |
| PROJECTS | £ 3,925.40 | £ 3,925.40 | £0.00 |
| GRANTS | £ 3,361.00 | £ 3,361.00 | £0.00 |
| VAT | £ 252.96 | £ 252.96 | £0.00 |
| | £ 13,761.66 | £ 13,761.66 | £0.00 |

CLERK

SIGN

K. ulawe

DATE

2/11/20.

CHAIRMAN

SIGN

L. J. Coles

DATE

13 / 11 / 20

DATE

2/11/20

DATE

13/11/20

